

# CITY OF TEMPE FACILITY USE POLICIES

*Policies for the Westside Multigeneration Center have been adopted in accordance with City Ordinance #637.6. Please read these policies carefully, and make certain that **all** members of your group are familiar with them.*

## Pre-Reservation Questionnaire

This form can be picked up at the front desk of the Westside Multigeneration Center and must be filled out in full with a Membership Roster submitted for consideration. Requests should be submitted at least 2 weeks prior to your activity. (if possible) Minimum approval time is 5 to 7 working days.

Organizations using this building must be not-for-profit in nature and involve Tempe residents. **The Tempe resident who has signed as the responsible party on the pre-reservation questionnaire must be present throughout the entire time of the activity.** All activities must be under competent, adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment. The use of facilities and special equipment shall be issued by the Parks and Recreation employee on duty through the responsible party ONLY.

The total number of people admitted for any usage shall not exceed the capacity of the assigned room as determined by an official designated by the Parks and Recreation department and/or the City Fire Marshall.

## Facility Use Hours

Monday-Thursday	8:00 a.m. to 8:45 p.m.
Friday	8:00 a.m. to 7:45 p.m.
Saturday	10:00 a.m. to 4:45 p.m.
Sunday	1:00 p.m. to 4:45 p.m.

## Staff Responsibilities

The Parks and Recreation Department employee on duty shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it is the responsibility of the staff person to report it to the Parks and Recreation Department.

## Building Fees

Organizations not-for-profit in nature which involve Tempe residents are not subject to facility use fees if the activity is conducted during normal hours of operation. Building facilities and areas must be vacated by the facility use hours listed above unless permission is otherwise granted specifically in the permit and a fee assessed as per city fee schedule.

Audio/Visual equipment is available for use on a first come, first served basis for a nominal rental fee and must be reserved in advance.

## Activities Prohibited

The following activities are prohibited:

- Continuous use of building facilities for religious services or political purposes
- Profit-making functions
- Smoking in buildings
- Alcoholic beverages except by special arrangement and when other activities are not scheduled in the facility

## Verification of Building Use

Verification of reserved meeting space is contingent upon final approval of the Parks and Recreation Department. Nothing is finalized until you or your organization receive a copy of the Facility Use Permit signed by a designee of the Parks and Recreation Department and your organization has returned the original permit signed by the Tempe Resident/Responsible party to the Westside Multigeneration Recreation Center. Do not advertise your meeting or event until this time.

## Selling or Promoting Products

Selling or promoting a commercial product or anything for personal gain is prohibited in City Buildings. If any monies are involved with your meeting/event you **MUST** receive prior permission.

## Facility Set-up/Clean-up

Set-up and Clean-up of the contracted area will be the responsibility of the user. All facilities are to be left in good order. Chairs, tables, podiums, etc., are to be put away in the right manner in the right location. **Requested time should allow for set-up and clean-up of the facility.** It is up to the responsible party to assure that the requested time limits are adhered to. The user shall be charged on an hourly basis to pay for clean-up if it is necessary for the city to provide additional clean-up services. A clean-up deposit may be required if deemed necessary. All fees and charges are due one week prior to use.

## Reservation Changes/Cancellations

Any changes or cancellations of reservations may be made ONLY by the Tempe Resident who is the responsible party. This also applies to any requests made during the organization's scheduled activity.

All organizations are asked to make known any changes or alterations in meeting times, equipment or room assignments to the Office of the reserved facility within 48 hours prior to date of use. If the reserved facility is not notified of cancellation of a room request at least 48 hours prior to the date of the event, the permit holder will be held responsible for all charges and privileges of use at the discretion of an official designated by the Parks and Recreation Department.

Continuous use of facilities by clubs shall be permitted through signed agreements which shall be reissued as necessary. No permit shall exceed a period of time of one year. Permits may be reissued each year with approval.

**I have read and understand the policies set forth by the City of Tempe Building Use Ordinance #637.6**

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Tempe Resident

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Date  
(Please return with your application)